

Deadlines, Duties and Ballot Access Requirements

Presidential Primary Election

Tuesday, February 10, 2004

ADOPTED BY THE STATE BOARD OF ELECTIONS ON APRIL 4, 2003

The Democratic Party of Virginia and the Republican Party of Virginia are the only organizations currently recognized as political parties under § 24.2-101 of the Code of Virginia. Therefore, they are the only political parties permitted to select a Presidential Primary in connection with the respective national conventions in the summer of 2004.

The deadlines provided below apply **ONLY** to those political parties and candidates who wish to participate in either party's presidential primary.

DEADLINE	ACTION REQUIRED
Tuesday, July 1, 2003	First day on which presidential primary petitions may be circulated. See Ballot Access Requirements in this bulletin for details.
Wednesday, November 12, 2003 by 5:00 PM	For the State Chairs of the Democratic Party and the Republican Party of Virginia to notify the State Board of Elections of the decision to hold a presidential primary. For the aforementioned State Chairs to notify the State Board of Elections if the primary or some other method will be used to select delegates and alternate delegates to the National Conventions. For the aforementioned State Chairs to certify its requirements for voter participation in the presidential primary to the State Board of Elections for its review and approval.
Friday, December 12, 2003 by 5:00 PM	Deadline for presidential primary petitions and the combined Consent/Declaration of Candidacy to be filed with the State Board of Elections. The petitions must be delivered in sealed containers to which is attached a sworn statement and, if applicable, a list of delegates and alternate delegates. See Ballot Access Requirements in this bulletin for details.
Wednesday, December 17, 2003 by 5:00 PM	Deadline for State Chairs to certify names of candidates deemed qualified to appear on the presidential primary ballot.
Thursday, December 18, 2003 10:30 AM	State Board of Elections conducts drawing for placement of candidate names on the presidential primary ballot.

DEADLINE	ACTION REQUIRED
Monday, January 12, 2004	Last day on which a person may apply for voter registration for the presidential primary. All registration books close on this day. See Who May Vote in this bulletin for details.
Thursday, February 5, 2004	Deadline for receipt of absentee ballot application sent by mail, FAX or e-mail to be received by the General Registrar of the voter's county or city of residence. See State Board of Elections website for details: www.sbe.state.va.us
Saturday, February 7, 2004	5:00 PM - Deadline for voter to apply and vote absentee in-person in the office of the General Registrar of his county or city of residence.
Tuesday, February 10, 2004	PRESIDENTIAL PRIMARY ELECTION DAY
Tuesday, February 24, 2004	State Board of Elections meets to ascertain results of the presidential primary election. State Board of Elections certifies results to the State Chair of each political party holding a presidential primary.

Ballot Access Requirements

Candidates wishing to participate in the **presidential primary** must follow the procedures outlined below.

Primary Filing Fee	NO filing fee is required for the presidential primary.
Consent/Declaration	<p>This is a combined form.</p> <p>Consent - Part A must be completed by the candidate if petitions are circulated and filed by a separate group organized in Virginia on behalf of the person seeking the nomination of the national political party.</p> <p>If the group is organized by the candidate Part A is not required to be completed.</p> <p>Declaration - Part B must be completed by the candidate.</p> <p>The candidate must sign Part A, if applicable, and Part B of this document before a notary or other officer authorized to administer oaths.</p>

Petition Requirements	Circulate on or after July 1, 2003;
	Must be on the form prescribed by the State Board of Elections (copy enclosed). It is suggested that the candidate or group complete the top portion of the petition form and then print or photocopy as many copies of the form as needed. The form may not be altered in any way.
	Must be signed by not less than 10,000 qualified voters in Virginia, including at least 400 qualified voters from each of Virginia's eleven congressional districts, who attest that they intend to participate in the primary of the same political party as the candidate named on the petition.
	Because many people who are not registered to vote will sign a petition, it is recommended that 15,000 - 20,000 signatures be obtained with at least 700 signatures from each congressional district.
	Must provide the true signature, the printed full name and the full resident address of each qualified voter and the date each signed the petition.
	Although the social security number is requested, it is not mandatory that it be provided.
	Must, on each page, provide an affidavit signed under oath by the person who circulated it that he/she personally witnessed the affixing of the signature of each voter on the page and that he/she is registered, or eligible to be registered, to vote in Virginia. Note that a circulator cannot witness his own signature. Falsely signing this affidavit is a felony under Virginia law. The petition NEVER can be left unattended.
	Petition pages must be filed by congressional district order and, within each congressional district, in locality order (counties followed by cities). The State Board recommends that each petition page contain signatures from only one county or city and, therefore, circulators should prepare a separate petition page for each locality in the congressional district.

Petition Requirements (continued)	<p>Petitions for a primary election must be delivered in sealed containers. These containers may be opened only by the State Chair of the candidate's party. Immediately after the filing deadline, the containers, together with any required attachments (see below), will be delivered to that Chair by the State Board of Elections.</p> <p>A statement, signed by the candidate under oath, setting forth his name and the number of signatures on the petitions in the sealed containers must be attached to the first container. See Suggested Oath below.</p> <p>If the Party's delegates will be selected at the primary election, then a list of the names of persons who would be elected delegates and alternate delegates to the political party's national convention if the candidate wins the primary, also must be attached to the first sealed container of the candidate's petitions. The slate of delegates and alternates must comply with the rules of the national and state party.</p> <p>If the Party's delegates will be selected using state and congressional district conventions, then NO list of delegates and alternate delegates is required.</p> <p>Must be filed with the State Board of Elections no later than 5:00 p.m. on Friday, December 12, 2003.</p>
Suggested Oath	<p style="text-align: center;">STATEMENT OF PETITION SIGNATURES FOR PRESIDENT</p> <p>February 10, 2004 (enter Democratic or Republican) Presidential Primary</p> <p>I, (enter name), do hereby swear (or affirm) that the petitions I am filing as a presidential primary election candidate contain the following number of signatures:</p> <p style="text-align: center;">(enter number)</p> <p>which include at least 400 from each of Virginia's 11 congressional districts.</p> <p style="text-align: right;">(Signature of filer)</p> <p>Subscribed and sworn to before me this (enter date) day of (enter month), 2003.</p> <p style="text-align: right;">(Signature of Notary)</p> <p>My term expires: (enter date)</p>

Reports of Receipts and Disbursements	<p>The Federal Election Campaign Act imposes various rules and regulations on candidates and committees. This Act requires candidates and committees to register and disclose campaign receipts and expenditures and to abide by certain contribution limits and prohibitions.</p> <p>The Act further requires that an Authorization Notice appear on any public political advertising.</p> <p>These regulations are published by, and available from, the Federal Election Commission, 999 E Street NW, Washington DC 20463. You also may request this information by phone: 800-424-9530; FAX: 202-219-8500 or on the Internet at www.fec.gov.</p>
Who May Vote	<p>There is no voter registration by political party in Virginia. Any registered voter may vote in the presidential primary election. However, a voter may vote only for the candidates of one political party.</p>